



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |   | FOR RECORDS MANAGEMENT USE                                       |                                      |
|---|---|--|--------------------------------------|
| Application Date<br>April 23, 1976  | 1. Agency Address<br>Georgia Department of Human Resources<br>Office of State and Local Coordination<br>Room 617-S - 47 Trinity Avenue, S. W.<br>Atlanta, Georgia 30334 | Application Number<br><b>76-152</b>                              |                                      |
| Application Number<br>DHR-51  |   | Date Received<br><b>APR 27 1976</b>                              | Date Completed<br><b>MAY 26 1976</b> |
| 2. Person to Contact<br>Linda Sorrow  |   | Working Title<br>Stenographer IV<br>Telephone Number<br>656-2624 |                                      |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |   |  |                                      |
| 4. Dates of Series<br>Earliest<br>1963  | 5. Records Series Title (followed by title used in office, if different)<br>to date<br>BOARD OF FAMILY AND CHILDREN SERVICES COUNTY MEMBER APPOINTMENT FILES            |  |                                      |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><p>The Department of Human Resources, headed by the Commissioner, is responsible for planning, organizing, directing, coordinating and controlling the delivery of services to the residents of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs, federal food programs, and medical assistance programs; administration of the delivery systems for services to indigents, children, and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department and for suggesting improvements in these programs; and the supportive services.</p> <p>The Office of State and Local Coordination has the responsibility for coordinating the activities of the Department with the State Legislature, the Attorney General, the County Commissioners' Association, and the Municipal Association. In addition, this office is responsible for coordinating activities relating to rules and regulations that require Board approval of formal hearing; the coordination of the Department's efforts in providing disaster relief; for working with the Office of Planning and Budget in maintaining a system for tracking legislation that affects the Department; and DHR District activities.</p> |   |  |                                      |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Documents relating to:<br>appointments to County Boards of Departments of Family and Children Services.<br>Included are:<br>nominations for appointment by County Commissioners and appointments made by the Commissioner of the Department of Human Resources.<br><br>File is arranged:<br>numerically by District; thereunder, alphabetically by county.  |   |  |                                      |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old <u>5 daily</u> ; Seven to twelve months old <u>1 daily</u> ; Thirteen to twenty-four months old <u>2 weekly</u> ; twenty-five months and older <u>1 monthly</u>  |   |  |                                      |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers <u>1/6</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____  |   |  |                                      |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
| X   |    | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where? DHR District Offices                      |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                        |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.           |
| b. Statute of limitation | _____ years. | e. Administrative need            | permanent _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.           |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The State Archivist has directed retention indicated at item 12.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

#### DISTRICT OFFICES

Register (where applicable: Beginning Jan. 1, 1976, list all appointments to the Board. Cut off file Jan. 1, 1981, and every fifth year thereafter; hold in current files area 2 years; then destroy.

#### OFFICE OF STATE & LOCAL COORDINATION

Upon expiration of term of Board Member, place all papers in the inactive file; cut off the inactive file at the end of each calendar year; hold in current files area 2 years; then transfer to State Archives for permanent retention.

Papers: Upon expiration of term of each board member, place all papers in the inactive file; cut off the inactive file at the end of each calendar year; then

if listed in a register: hold 1 year; then destroy; or

if no register: hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series

|  |         |  |         |
|--|---------|--|---------|
| Agency Head/Designee (Signature)   | Date    | Records Management Officer (Signature) | Date    |
| <i>George L. Checkum</i>   | 4-20-76 | <i>Elizabeth Crank</i>                 | WM      |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |         | State Records Committee (Signature)    | Date    |
|  |         | State Auditor/Designee                 | 5-24-76 |
|  |         | Secretary of State/Designee            | 5/20/76 |
|  |         | Attorney General/Designee              | 5-20-76 |